



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

July 17, 2020

City of Appleton
Attn: Willie Morales
City Administrator
323 W Schlieman Ave
Appleton, MN 56208

Re: Capital Improvement Plan Update Proposal

Dear Willie,

Thank you for contacting the UMVRDC for a proposal to update Appleton's Capital Improvement Plan. Please note that any of the items included in this proposal can be added to, deleted or changed based on your individual community needs. Total proposed cost for coordination, development and update of Appleton's Capital Improvement Plan is \$8,712 for the defined scope of work. The city is eligible to apply for the RDC's hedgehog grant program which can assist with up to 50% of the cost of services (see application attached).

It should be noted that our proposal provides an estimated cost for completing an update to Appleton's Capital Improvement Plan (CIP). If work involved with the CIP update approaches total estimated amounts and is anticipated to exceed the estimate, the City will be notified in advance in order to amend the contract or change course/scope of the update. UMVRDC staff will keep city staff abreast of expenditures throughout the project.

Should you or others at the City have any questions regarding this proposal, please do not hesitate to contact me. We appreciate the opportunity you've given us to prepare this proposal.

Sincerely,

Kirk Bustrom
Senior Planner

Objectives

A complete, properly developed CIP can offer the following benefits and aims to fulfill the following objectives:

- Facilitate coordination between capital needs and the operating budgets;
- Enhance the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements;
- Identify the most economical means of financing capital projects;
- Increase opportunities for obtaining federal and state aid;
- Connect or relate public facilities to other public and private development and redevelopment policies and plans;
- Focus attention on community objectives and fiscal capacity;
- Keep the public informed about future needs and projects;
- Coordinate the activities of neighboring and overlapping units of local government to reduce duplication;
- Encourage careful project planning and design to avoid costly mistakes and help a community reach desired goals.

Plan Components

A complete, properly developed CIP would have the following components:

- establish the administrative and policy framework for the CIP process;
- prepare an inventory of existing facilities;
- determine the status of previously approved projects;
- perform financial analysis and financial programming;
- compile and evaluate project requests by departments;
- plan adoption
- plan implementation

Scope of Services

- Meet with the City's designated committee to agree on the process and establish some baseline criteria for projects;
- Meet with City staff to develop their department project list and work with them to develop requests for project estimates as needed;
- Work with the City Administrator to provide the financial information needed for the update;
- Review projects with the City's designated committee to go through a prioritization process;

- A total of six (5) staff meetings to obtain project details.
- A total of four (4) committee meetings to review project information and develop priorities
- Development of the plan document.
- One (1) presentation of the process, projects and priorities at a public hearing.

Deliverables

- a. The UMVRDC shall be responsible for supplying the Committee with projects and estimates provided by City staff. Documents will be emailed to Committee members and City staff.
- b. Final documentation of the CIP plan. The updated CIP plan will be provided in the form of one printed and bound copy as well as an electronic pdf file
- c. A sample adopting resolution will be provided for consideration.

City Responsibilities

This project requires significant involvement by city personnel. Ultimately, success is highly dependent upon city personnel effort. To help achieve a smooth and successful process, it will be the city's responsibility to:

1. Participation in the project development process includes, documenting detailed project needs, collecting estimates and providing expertise on issues and opportunities.
2. Provide the existing CIP plan in a Word document
3. Identify a Committee to participate in the process of updating the CIP plan —this may be a subcommittee of the City Council, but it may also differ slightly if you wish;
4. Provide feedback in the time requested by UMVRDC staff;
5. Provide specific information needed to successfully complete UMVRDC services;
6. Schedule and hold any necessary city council, planning commission meetings or public meetings/hearings as necessary and assure that all publication and notification requirements are met;
7. Pay for all public meeting and hearing publications and notifications;
8. Provide all financial information needed to be incorporated into the document.

Legal Disclaimer: to ensure your CIP complies with federal, state and local laws it recommended that all plans, policies and action by the council be reviewed first with the city's legal counsel.